# FINANCIAL REPORT WITH SUPPLEMENTARY INFORMATION

Year Ended March 31, 2006

### **AUDITING PROCEDURES REPORT**

Issue under P.A. 2 of 1968,	as amended. Filing is ma	andatory.  Local Governmen	at Nama		County		
Local Government Type  City X Township	□ Village □ Other	Township of			Isab	ella	
Audit Date	Opinion Date	Date Date Accountant Report Submitted to State:					
March 31, 2006	March 31, 2006 August 16, 2006 August 16, 2006						
We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the <i>Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan</i> by the Michigan Department of Treasury.							
We affirm that:							
1. We have complied with the Bulletin for the Audits of Local Units of Government in Michigan as revised.							
2. We are certified pu	ublic accountants reg	istered to practic	e in Michigan.				
We further affirm the the report of commen			n disclosed in the finar	ncial stateme	nts, incl	uding the	notes, or in
You must check the a	• •						
			cies of the local unit ar				
☐ yes ☒ no 2.	There are accumulate earnings (P.A. 275 c		e or more of this unit's	unreserved f	und bal	ances/ret	ained
☐ yes ☒ no 3.	yes 🗵 no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).						
yes 🗵 no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.							
☐ yes ☒ no 5.	yes 🗵 no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).						
☐ yes ☒ no 6.	☐ yes ☑ no 6. The local unit has been delinquent distributing tax revenues that were collected for another taxing unit.						
yes 🗵 no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during they year).							
☐ yes ☒ no 8.	The local unit uses of 1995 (MCL 129.241		has not adopted an ap	plicable polic	y as red	quired by	P.A. 266 of
☐ yes 🗵 no 9.	The local unit has ne	ot adopted an inv	vestment policy as req	uired by P.A.	196 of	1997 ( <b>M</b> C	CL 129.95).
						о Ве	Not
We have enclose	ed the following:			Enclosed	For	warded	Required
The letter of comme	ents and recommend	ations.		Х			
Reports on individual federal financial assistance programs (program audits).					Х		
Single Audit Reports (ASLGU).							
Certified Public Accountant (Firm Name) Campbell, Kusterer & Co., P.C.							
Street Address 512 N. Lincoln, S	uite 100, P.O. Box 6	86	City Bay Cit		State MI	Zip 4870	)7
Comptell Kusterer & CO, P.C.							

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### CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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#### INDEPENDENT AUDITOR'S REPORT

August 16, 2006

To the Township Board Township of Gilmore Isabella County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Township of Gilmore, Isabella County, Michigan as of and for the year ended March 31, 2006, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Township of Gilmore's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Gilmore, Isabella County, Michigan as of March 31, 2006, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of April 1, 2005.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the Township's basic financial statements. The other supporting information described in the accompanying table of contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied by us in the audit of the basic financial statements and, in our opinion, it is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Keystone; CO., P.C.

CAMPBELL, KUSTERER & CO., P.C.

Certified Public Accountants

### MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended March 31, 2006

The Management's Discussion and Analysis report of the Township of Gilmore covers the Township's financial performance during the year ended March 31, 2006.

#### **FINANCIAL HIGHLIGHTS**

Our financial status remained stable over the last year. Net assets at March 31, 2006, totaled \$474,223.24 for governmental activities. Overall total capital assets remained the same.

Overall revenues were \$246,008.25 from governmental activities. Governmental activities had a \$29,317.59 increase in net assets.

We did not incur any new debt.

#### **OVERVIEW OF FINANCIAL STATEMENTS**

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

### **ENTITY-WIDE FINANCIAL STATEMENTS**

The entity-wide statements report information about the Township as a whole using accounting methods used by private companies. The statement of net assets includes all of the Township's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Township are reported as governmental activities. This includes the General Fund.

### MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended March 31, 2006

### **FUND FINANCIAL STATEMENTS**

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Township has the following types of funds:

Governmental funds: All of the Township's activities are included in the governmental category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Township's governmental activities include the General Fund.

#### FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Our cash position in the governmental activities remains stable.

#### FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

The General Fund pays for all of the Township's governmental services. The most significant are sanitation which incurred expenses of \$83,725.77 and Fire Protection which incurred expenses of \$33,475.38.

### CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Township's governmental activities did not invest in capital assets this year.

The Township has no long-term debt.

### KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The future of state revenue sharing is very clouded and it represents a significant portion of our income.

### CONTACTING THE TOWNSHIP'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Townships finances and to demonstrate the Township's accountability for the revenues it receives. If you have any questions concerning this report please contact the Township Treasurer, Pat Marshall at (989)644-2112 or the Township Clerk, Anita Pohl at (989)588-9650.

## GOVERNMENT-WIDE STATEMENT OF NET ASSETS March 31, 2006

ASSETS:	Governmental <u>Activities</u>
CURRENT ASSETS:	
Cash in bank	423 757 23
Taxes receivable	19 766 01
Total Current Assets	443 523 24
NON-CURRENT ASSETS:	
Capital Assets	73 500 00
Less: Accumulated Depreciation	(42 800 00)
Total Non-current Assets	30 700 00
TOTAL ASSETS	474 223 24
LIABILITIES AND NET ASSETS:	
LIABILITIES:	
CURRENT LIABILITIES	
Total Current Liabilities	
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	30 700 00
Unrestricted	443 523 24
Total Net Assets	474 223 24
TOTAL LIABILITIES AND NET ASSETS	474 223 24

# GOVERNMENT-WIDE STATEMENT OF ACTIVITIES Year ended March 31, 2006

		Program Revenue	Governmental <u>Activities</u>
FUNCTIONS/PROGRAMS	Expenses	Charges for Services	Net (Expense) Revenue and Changes in Net Assets
Governmental Activities:			
Legislative	3 653 28	-	(3 653 28)
General government	84 631 64	12 050 69	(72 580 95)
Public safety	33 475 38	2 215 00	(31 260 38)
Public works	<u>94 930 36</u>	<u>84 591 60</u>	(10 338 76)
Total Governmental Activities	216 690 66	98 857 29	(117 833 37)
General Revenues:			
Property taxes			36 597 11
State revenue sharing			96 249 88
Interest			9 971 14
Miscellaneous			4 332 83
Total Communic			
Total General Revenues			<u>147 150 96</u>
Change in net assets			29 317 59
Net assets, beginning of year			444 905 65
Net Assets, End of Year			474 223 24

# BALANCE SHEET – GOVERNMENTAL FUNDS March 31, 2006

	Total (General)_
<u>Assets</u>	
Cash in bank Taxes receivable Due from other funds	306 025 30 19 766 01 117 731 93
Total Assets	443 523 24
Liabilities and Fund Equity	
Liabilities Total liabilities	<u> </u>
Fund equity: Fund balances: Unreserved: Undesignated	442 522 24
Total fund equity	443 <u>523 24</u> 443 <u>523 24</u>
Total Liabilities and Fund Equity	443 523 24

# RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET ASSETS

March 31, 2006

### TOTAL FUND BALANCES - GOVERNMENTAL FUNDS

443 523 24

Amounts reported for governmental activities in the statement of net assets are different because –

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:

Capital assets at cost Accumulated depreciation 73 500 00 (42 800 00)

TOTAL NET ASSETS - GOVERNMENTAL ACTIVITIES

474 223 24

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS Year ended March 31, 2006

Revenues:	Total (General)
	00.507.44
Property taxes State revenue sharing	36 597 11
Charges for services:	96 249 88
	44.44.00
Property tax administration fee	11 410 69
Cemetery	640 00
Other	2 215 00
Interest	9 971 14
Special assessments	84 591 60
Miscellaneous	4 332 83
Total revenues	246 008 25
Expenditures:	
Legislative:	
Township Board	3 653 28
General government:	
Supervisor	8 483 56
Elections	61 72
Clerk	8 465 04
Assessor	11 585 04
Board of Review	910 68
Treasurer	14 661 85
Cemetery	3 660 00
Building and grounds	19 124 92
Financial administration	16 678 83
Public safety:	10 070 03
Fire protection	33 475 38
Public works:	33 47 3 30
Highways and streets	10 992 00
Drains	212 59
Sanitation	83 725 77
	00 12011
Total expenditures	<u>215 690 66</u>
Excess of revenues over expenditures	30 317 59
Fund balances, April 1	413 205 65
Fund Balances, March 31	443 523 24

# RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES Year ended March 31, 2006

### NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS

30 317 59

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities, these costs are allocated over their estimated useful lives as depreciation

a see	
Depreciation Expense Capital Outlay	(1 000 00)
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	29 317 59

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

#### Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Township of Gilmore, Isabella County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

#### Reporting Entity

The financial statements of the Township contain all the Township funds that are controlled by or dependent on the Township's executive or legislative branches.

The reporting entity is the Township of Gilmore. The Township is governed by an elected Township Board. As required by generally accepted accounting principles, these financial statements present the Township as the primary government.

### Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Township's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

### Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

### Note 1 - Summary of Significant Accounting Policies (continued)

### Governmental Funds

#### General Fund

This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants, and other intergovernmental revenues.

#### Fiduciary Fund

The Current Tax Collection Fund is used to account for assets held as an agent for others.

### Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

#### Receivables

Receivables have been recognized for all significant amounts due to the Township. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

#### Inventories

Inventories of supplies are considered to be immaterial and are not recorded.

#### Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls. The 2005 tax roll millage rate was .9874 mills, and the taxable value was \$37,108,602.00.

#### **Encumbrances**

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

### Note 1 - Summary of Significant Accounting Policies (continued)

#### Capital Assets

Capital assets are defined by the Township as assets with an initial cost of more than \$1,500.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Building 50-75 years Equipment 10 years

#### Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay.

### Post-employment Benefits

The Township provides no post-employment benefits to past employees.

#### **Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

#### **Accounting Change**

Effective April 1, 2005, the Township implemented the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments (GASB No. 34). Changes to the Township's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Township's overall financial position and results of operations has been included.

Government-wide financial statements (Statement of Net Assets and Statement of Activities) prepared using the full accrual accounting for all the Township's activities have been provided.

Capital assets in the governmental activities column of the Statement of Net Assets include net assets totaling \$30,700.00.

### Note 2 - Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

- Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Township Board for consideration.
- 2. The proposed budgets include expenditures as well as the methods of financing them.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

### Note 2 - Budgets and Budgetary Accounting (continued)

- 3. Public hearings are held to obtain taxpayer comments.
- 4. The budgets are adopted at the activity level by a majority vote of the Township Board.
- 5. The budgets are adopted on the modified accrual basis of accounting.
- 6. The originally adopted budgets can be amended during the year only by a majority vote of the Township Board.
- 7. The adopted budgets are used as a management control device during the year for all budgetary funds.
- 8. Budget appropriations lapse at the end of each fiscal year.
- The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Township Board during the fiscal year.

#### Note 3 - Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Township Board has designated one bank for the deposit of Township funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Township's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

Total Deposits

Carrying
Amounts

423 757 23

Amounts in the bank balances are without considering deposits in transit or uncleared checks.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

### Note 3 – <u>Deposits and Investments</u> (continued)

	Bank Balances
Insured (FDIC) Uninsured and Uncollateralized	101 099 78 322 732 45
Total Deposits	<u>423 832 23</u>

The Township did not have any investments as of March 31, 2006.

#### Note 4 - Capital Assets

Capital asset activity of the Township's Governmental activities for the current year was as follows:

	Balance 4/1/05	Additions	Deletions	Balance 3/31/06
Governmental Activities:		7 1441110110	Bolottorio	
Land	4 500 00	-	-	4 500 00
Buildings	67 500 00	-	-	67 500 00
Equipment	<u>1 500 00</u>			<u> 1 500 00</u>
Total	73 500 00	-	-	73 500 00
Accumulated Depreciation	(41 800 00)	(1 000 00)		(42 800 00)
Net Capital Assets	31 700 00	(1 000 00)		30 700 00

#### Note 5 - Pension Plan

The Township has a defined contribution pension plan which covers all Township Board members. The Township contributes a percentage of each employee's wages to the plan. Pension expense for the fiscal year ended March 31, 2006 was \$5,113.73.

### Note 6 - Deferred Compensation Plan

The Township does not have a deferred compensation plan.

### Note 7 - Risk Management

The Township is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

### Note 8 - Building Permits

The Township of Gilmore does not issue building permits. Building permits are issued by the County of Isabella.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

### Note 9 - Interfund Receivables and Payables

The amounts of interfund receivables and payables are as follows:

Fund	Interfund Receivable	<u>Fund</u>	Interfund <u>Payable</u>
General	<u>117 731 93</u>	Current Tax Collection	117 731 93
Total	<u>117 731 93</u>	Total	117 731 93

### BUDGETARY COMPARISON SCHEDULE – GENERAL FUND Year ended March 31, 2006

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
Property taxes	35 000 00	35 000 00	36 597 11	1 597 11
State revenue sharing	60 000 00	60 000 00	96 249 88	36 249 88
Charges for services:				
Property tax administration fee	10 000 00	10 000 00	11 410 69	1 410 69
Cemetery	3 000 00	3 000 00	640 00	(2 360 00)
Other	2 000 00	2 000 00	2 215 00	215 00 <sup>°</sup>
Interest	2 800 00	2 800 00	9 971 14	7 171 14
Special assessments	84 311 00	84 311 00	84 591 60	280 60
Miscellaneous	<u>5 675 00</u>	<u>5 675 00</u>	4 332 83	(1 342 17)
Total revenues	202 786 00	202 786 00	246 008 25	43 222 25
Expenditures:				
Legislative:				
Township Board	3 951 00	3 951 00	3 653 28	(297 72)
General government:				
Supervisor	9 712 00	9 727 77	8 483 56	(1 244 21)
Elections	1 000 00	1 000 00	61 72	(938 28)
Clerk	10 194 00	10 252 70	8 465 04	(1 787 66)
Assessor	12 035 00	12 035 00	11 585 04	(449 96)
Board of Review	1 050 00	1 171 00	910 68	(260 32)
Treasurer	13 372 00	16 647 00	14 661 85	(1 985 15)
Cemetery	9 000 00	9 092 00	3 660 00	(5 432 00)
Building and grounds	19 500 00	19 570 00	19 124 92	(445 08)
Financial administration	23 100 00	23 037 97	16 678 83	(6 359 14)
Public safety:				
Fire protection	35 000 00	35 000 00	33 475 38	(1 524 62)
Public works:				
Highways and streets	47 000 00	47 000 00	10 992 00	(36 008 00)
Drains	-	250 00	212 59	(37 41)
Sanitation	<u>84 311 00</u>	<u>84 311 00</u>	83 725 77	(585 23)
Total expenditures	269 225 00	<u>273 045 44</u>	215 690 66	(57 354 78)
Excess (deficiency) of revenues				
over expenditures	(66 439 00)	(70 259 44)	30 317 59	100 577 03
Fund balance, April 1	401 510 59	401 51 <u>0 59</u>	413 205 65	<u>11 695 06</u>
Fund Balance, March 31	335 <u>071 59</u>	331 251 15	<u>443 523 24</u>	112 272 09

### GENERAL FUND EXPENDITURES BY DETAILED ACCOUNT Year ended March 31, 2006

Township Board: Wages	3 653 28
Supervisor: Salary	8 483 <u>56</u>
Elections: Wages Supplies	17 00 44 72 61 72
Clerk: Salary-Clerk	<u>8 465 04</u>
Assessor: Contracted services	11 585 04
Board of Review: Wages	910 68
Treasurer: Salary- Treasurer Salary- Summer tax	8 026 68 6 635 17 14 661 85
Cemetery: Contracted services Repairs and maintenance	3 138 00 522 00 3 660 00
Building and grounds	<u>19 124 92</u>
Financial administration: Pension Dues Advertising Supplies Printing and publishing Payroll taxes Insurance Miscellaneous	5 113 73 844 95 547 26 3 638 14 116 65 486 58 3 161 00 2 770 52 16 678 83
Fire protection: Contracted services	33 475 38
Highways and streets	10 992 00
Drains	212 59
Sanitation	83 725 77
Total Expenditures	215 690 66

# CURRENT TAX COLLECTION FUND STATEMENT OF CHANGES IN ASSETS AND LIABILITIES Year ended March 31, 2006

<u>Assets</u>	Balance <u>4/1/05</u>	Additions	Deductions	Balance 3/31/06
Cash in Bank	<u>111 307 43</u>	<u>1 087 533 22</u>	1 081 108 72	<u>117 731 93</u>
<u>Liabilities</u>				
Due to other funds Due to other units	111 307 43	137 050 10 950 483 12	130 625 60 950 483 12	117 731 93 
Total Liabilities	111 307 43	1 087 533 22	1 081 108 72	117 731 93

# CURRENT TAX COLLECTION FUND STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS Year ended March 31, 2006

Cash in bank – beginning of year	111 307 43
Cash receipts: Property tax Animal licenses Total cash receipts	1 087 359 72 173 50 1 087 533 22
Total beginning balance and cash receipts	1 198 840 65
Cash disbursements:     Township General Fund     Isabella County     Mecosta Osceola Intermediate School District     Beal City School District     Chippewa Hills School District     Farwell School District     ICTC     Refunds Total cosh disbursements	130 625 60 515 403 95 56 006 75 4 616 23 145 243 01 198 724 18 29 215 44 1273 56
Total cash disbursements  Cash on Hand and in Bank – End of Year	1 081 108 72 117 731 93

### CAMPBELL, KUSTERER & CO., P.C.

### CERTIFIED PUBLIC ACCOUNTANTS

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### AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS

August 16, 2006

To the Township Board Township of Gilmore Isabella County, Michigan

We have audited the financial statements of the Township of Gilmore for the year ended March 31, 2006. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### <u>AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED</u> STATES

We conducted our audit of the financial statements of the Township of Gilmore in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Township Board Township of Gilmore Isabella County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

#### SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies are described in Note 1 to the financial statements.

#### OTHER COMMUNICATIONS

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

### **GASB 34 IMPLEMENTATION**

The Governmental Accounting Standards Board issued a new reporting model for governmental units which was required to be implemented for the fiscal year ended March 31, 2006. The implementation of this pronouncement for the Township of Gilmore began with the year ended March 31, 2006. The daily operations and recording transactions did not change significantly, however, the Township is required to maintain additional records for the year end adjustments to the final presentation format.

#### COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Township's financial statements and this communication of these matters does not affect our report on the Township's financial statements, dated March 31, 2006.

To the Township Board Township of Gilmore Isabella County, Michigan

### <u>SUMMARY</u>

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Comptell, Kuston & Co.P.C.

CAMPBELL, KUSTERER & CO., P.C.

Certified Public Accountants